

The application must be completed in our online Grant system, Indiana Cultural Grants Online (Indiana CGO) at <http://indiana.cgweb.org/>



# **FY2009 Presenter Touring Program Guidelines**

## ***Deadlines***

**August 1, 2008**

**Grant Period:**  
October 1, 2008 to June 30, 2009

**And**

**November 3, 2008**

**Grant Period:**  
January 1, 2009 to June 30, 2009

This program is funded by the Indiana General Assembly and the National Endowment for the Arts. Inform your communities and elected officials about the importance of public arts support to your organization and its activities.

150 W. Market Street, Suite 618  
Indianapolis, IN 46204  
[www.in.gov/arts](http://www.in.gov/arts)  
[grantsprograms@iac.in.gov](mailto:grantsprograms@iac.in.gov)  
317.232.1268  
317.233.3001 TTY

# **ABOUT THE PRESENTER TOURING PROGRAM**

## **Program description**

This program was developed to assist Indiana Presenters presenting Indiana artists/ensembles and Indiana producers to tour Indiana. Artists must be Indiana residents or employed as part of an arts organization based in Indiana. The program emphasis will be reaching rural audiences. All activities must be accessible to the general public and be the main focus of the event.

## **Grant amount**

The Presenter Touring Program has an allocation of approximately \$53,000 for FY2009. The IAC anticipates awarding 10 to 12 applicants with grants in the range of \$2,500 to \$7,500. Applicants may request up to 50 percent of the contracted fee of one or more performances.

## **Application deadlines and Requirements**

- Applications are due in Indiana Cultural Grants Online (Indiana CGO) by 4:30 p.m. EDT on August 1, 2008 for projects between October 1, 2008 and June 30, 2009. Applications for the second deadline are due in Indiana CGO by 4:30 p.m. EDT on November 3, 2008 for projects between January 1, 2009 and June 30, 2009.
- One hard copy with an original signature must be submitted by 4:30 p.m. EDT August 8, 2008 or by 4:30 p.m. EST November 10, 2008 to the Indiana Arts Commission office.
- An electronic copy of the signed contract between the artist and the presenter must be submitted as an attachment to the electronic application, or an attachment with the hard copy that is mailed to the IAC office.

## **Match requirement**

The Presenter Touring Program applicants must provide a dollar for dollar match. Applicants may request up to half of the contracted fee(s). Applicants cannot use in-kind as part of the required match.

You are encouraged to talk with Bobbie Garver on staff concerning your proposed project. She can be reached at 317-232-1283 or bgarver@iac.in.gov.

## **Who may apply?**

All applicant organizations must meet the following eligibility requirements in order to apply.

1. Must be a private 501c3 tax-exempt nonprofit organization or a public entity.
2. Nonprofit organizations must be incorporated in the state of Indiana at the time of application and have received recognition of tax-exempt status from the Internal Revenue Service (IRS).
3. Must be in good standing with the IAC and in compliance with all IAC requirements.
4. Must be Indiana-based and have an Indiana address. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation; must have an Indiana address, and must provide all IAC-funded arts activities in Indiana.

## **Program Restrictions**

IAC-funding cannot be used for the following expenses:

1. cash reserves; deficit reduction, or deficit elimination;
2. events in private dwelling places or other locations not open to the general public;
3. consumable supplies and materials not directly related to the project;
4. capital acquisitions (purchase of artwork, etc.); capital expenditures; restoration, or new construction of buildings;
5. costs of receptions, food, or beverages;
6. travel outside the United States;
7. indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities;
8. activities not associated with arts programs and services;
9. projects to be delivered outside the state of Indiana;
10. project expenses outside the state fiscal year and grant period (July 1-June 30); and
11. activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

## **HOW TO COMPLETE AND SUBMIT AN APPLICATION**

**Please read the entire guidelines, and instructions, before beginning with the application.**

### **How to apply**

- Applications must be completed online at <http://indiana.cgweb.org/>. All applicants must create an account to access the application. The IAC staff is available to help with the application process.
- Submit one hard copy of the application with an original blue ink-signature on the signature page of the application. The hard copy must be in the Indiana Arts Commission office by 4:30 p.m. EDT on September 5, 2008 or 4:30 p.m. EST on December 5, 2008.
- Submit artistic document for each contracted artist/ensemble (see Artistic Documentation).
- Keep a copy of the completed application for your own files.

### **Review Criteria**

- **Project/Artistic Quality**
- **Community Impact**
- **Project Management**

### **Artistic Documentation**

**Go to Indiana CGO to submit artistic documentation plus a mailed hard copy of CD or DVD..**

**Dance** - One copy of a standard DVD formatted segment not longer than five minutes in length. If a segment is not selected, the DVD will be played as submitted.

**Music** - One high quality audio file (MP3, WMA, AIFF or AU) with a selected segment/track not exceeding five minutes in length or a DVD not exceeding five minutes in length. If a segment is not selected, IAC staff will randomly select one to be reviewed.

**Theatre** - One DVD not exceeding five minutes in length. If a segment is not selected, IAC staff will randomly select one to be reviewed.

**Visual Arts** – Five (5) JPEG images formatted at 1920 x 1920 pixels and saved as a JPEG (hard copies do not need to be submitted).

## **APPLICATION REVIEW PROCESS**

### **Staff review of submitted applications**

Applicants must provide complete information on all forms and authorized signatures where indicated, assurances that the application is legally binding to allow for a uniform review of the application.

Submit requested materials only. Please do not submit additional materials that have not been requested. Submitting extra materials can make your application ineligible.

After you have submitted your application to the IAC, staff will review your materials to ensure that all required information was submitted. If the staff finds any discrepancies, your application will be ineligible for review. The IAC will dispose of ineligible applications not claimed after 30 days.

The applications will be reviewed by the Program Evaluation Committee which assists the Commission in its evaluation of grant applications.

The Program Evaluations Committee will review the Presenter Touring Program applications in August 2008 and November 2008. The Program Evaluation meeting is open to the public for observation and may be recorded. **Applicants will be invited and are encouraged to attend.** Applicants cannot lobby the Program Evaluation Committees on behalf of their applications before, during, or after the panel meeting.

### **Commission action**

Following the Program Evaluation Committee meetings, IAC staff will use a Commission-approved funding formula that takes into consideration the panel's ratings and available funds to determine specific funding recommendations.

The Indiana Arts Commission will review and ratify the FY2009 Presenter Touring Program funding recommendations at its September 2008 and December 2008 business meetings. Commission meetings are open to the public for observation and may be recorded.

### **Reconsideration policy and appeal process**

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. the panel or review team used incorrect review criteria; and/or
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the IAC Executive Director stating the reason for reconsideration, based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question.

An appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

## **WHAT HAPPENS AFTER A GRANT IS AWARDED?**

### **Notification of your grant award**

- All applicants will be notified by e-mail of grant decisions after the Commission meets and approves the grants. Grantees will receive electronic copies of an award letter, a Grant Agreement, W9 form, Direct Deposit Form and other pertinent materials. These materials will need to be printed out, signed and returned to the Indiana Arts Commission within ten business days.
- You will also be required to send the Arts Commission a copy of your first of two mailed thank you letters to your elected officials (Governor or State Representative or State Senator) when you return your signed documents (see Letters to Elected officials below).
- You must complete a Project Modification if you do not receive full funding or make modifications from your funded application (see Changes to Project).

### **Acknowledgment and credit of public funding**

All publicity or programs must contain the prominently positioned IAC logo and the following credit line: "Provided with support from the Indiana Arts Commission and the National Endowment for the Arts, a federal agency."

Grantees must credit the IAC and the NEA in printed materials, films and videotapes, electronic transmissions, and non-written announcements regarding all activities for which Commission funds are used.

The Grantee must credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point. List the Commission in the donor category appropriate to the level of financial support your organization is receiving. Performing arts organizations that receive over \$50,000 in operating support funding shall provide 1/2 page advertising space in all season programs. To request these ads call 317-232-1273 or e-mail [rvanzant@iac.in.gov](mailto:rvanzant@iac.in.gov).

The Grantee must credit the IAC and the NEA in all educational materials distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational

materials.

The Grantee must use the IAC logo on their websites with a hyperlink to [www.in.gov/arts](http://www.in.gov/arts). It should be listed in a place appropriate to the web site's mapping, i.e. sponsorship page, listed as additional resources. For project support, the IAC logo must appear on the page that corresponds to the funded project.

News releases must credit the IAC and NEA support. A sample support statement could be: The Indiana Arts Commission supported this project, with funding from the State of Indiana and the National Endowment for the Arts.

On television and radio appearances by the Grantee's representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from the IAC and the NEA toward the funded project or overall operation. Also, the Grantee should acknowledge the IAC and NEA support in any newspaper, magazine, or on-line interviews about your program(s).

You will be required to send three samples of materials crediting the IAC and NEA with your Final Grant Report (FGR) to the IAC.

### **Letters to Elected Officials**

Grantees agree to provide the Indiana Arts Commission a total of two letters to two different elected officials one being the governor of the State of Indiana, one to your State Representative or your State Senator. These are not your U.S. Representatives or your U.S. Senators. A copy of the first letter is required when you submit the signed agreements; the second letter is required with the Final Grant Report, May 29, 2009.

### **Failure to Comply**

If the grantee fails to comply with the logo requirements or the letter to elected officials requirement, the IAC will not release the final 10% grant payment and this may jeopardize future grants from the Indiana Arts Commission.

### **Grant Agreement**

The Grant Agreement is your official contract with the Indiana Arts Commission. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. The Grant Agreement must be signed by the board chair, president, or executive director and returned to the IAC. Your signed Grant Agreement will be reviewed by three other state agencies: The Indiana Department of Administration, the Budget Agency, and the Office of the Attorney General. This is standard procedure and usually takes anywhere from one to two months to complete. When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an organization without a fully executed copy of the Grant Agreement on file.

### **Changes to Project**

The Project Modification form is to be used to notify the Indiana Arts Commission about any changes to your funded project. This Modification form can be found in Indiana CGO. All organizations not receiving full funding are required to complete this form at the time of grant notification, and also whenever they are aware of any significant changes to the approved budget or scope of the project. This includes changes to the who, what, where, when, why or how. Project Modification form must be returned to the IAC and approved before the Grant Agreement is sent to the Department of Administration (see above). Grantees will be held accountable for delivering the type and level of service approved in this report, not the original application. The board chair, president, or executive director must sign this form.

If additional changes are made during the grant period, you must submit a Project Modification and give the IAC prior written notice of these changes that may affect the funded project, such as changes in budget, personnel, dates, scope of activities, etc. Changes that significantly alter the scope of intention of the project will not be approved. You may be required to return all or a portion of your grant money to the IAC.

### **First grant payment**

The first payment of your grant will be for 90 percent of the grant. The payment will be deposited into your account after the Grant Agreement has been approved by all three state agencies and the Indiana Arts Commission received a copy of the first letter to the elected official and Project Modification if applicable. In general, it takes two months from the time

you submit your correctly completed Grant Agreement until 90 percent of your annual grant is deposited into your account. We will do everything we can to keep this amount of time as short as possible.

### **Final Grant Report**

All Presenter Touring Program recipients must submit a completed Final Grant Report by May 29, 2009 even though the grant year does not end until June 30, 2009. The Final Grant Report form can be located on Indiana CGO. It will include: reporting on the activities and programs that were carried out during the grant period, a complete, detailed financial accounting that indicates how state, local, and/or private funds were expended; and information on the outcomes and results of the project, including statistical information about the numbers of people served and geographic areas served. The second copy of the letter to your elected official will be due at this time plus copies of materials which credit the IAC and NEA for the grant.

### **Second grant payment**

The second and final payment will be for the balance of up to 10 percent and will be made following receipt and approval of the Final Grant Report plus a copy of your second letter to your Indiana elected state official and copies of materials crediting the IAC and NEA.

### **Records retention**

Grantees must provide access to any books, records, documents and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

### **Monitoring**

The Indiana Arts Commission will monitor the arts programs and organizational activities funded through this category. You will be advised if your organization has been selected for a random field audit.

## **CONDITIONS AND REQUIREMENTS**

### **Public Manifestation**

There must be a public manifestation of all funded activities within the year they are supported. "Public manifestation" means the project must result in a product or activity that is available to the public. "Available" means activities must be accessible to persons with special needs and open to the audience, participants, or public, either free or by reasonable admission or service charge.

### **Civil Rights**

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age.

Your signed grant application and Grant Agreement indicates that your organization understands and is in compliance with these laws:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap\*, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance. \*The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."

- Americans with Disabilities Act of 1990 which provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 which provides for nondiscrimination in federally assisted programs on the basis of age.

### **Drug-free workplace**

The Drug Free Work Place Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

### **Fair Labor Standards**

Applicants must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project or production that is financed in whole or in part under this grant will be performed or engaged in under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be prima facie evidence of compliance.

### **Check List**

- One hard copy of application with an original signature signed and dated in blue ink mailed or delivered to the Indiana Arts Commission by the due date.
- Letter from IRS giving them 501c3 status or proof of public entity status.
- Copy of contract for each artist/ensemble for which you are requesting IAC funds. The contract(s) must be signed by both parties and can either be attached to the electronic copy or sent in with the hard copy of the application.
- Artistic Documentation for each artist/ensemble for which you are requesting IAC funds.